

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 28th September, 2020 at 4.45pm
MEETING TO BE HELD MICROSOFT TEAMS DUE TO COVID 19**

FGB PRESENT: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies Rose Griffiths did not attend the meeting. Peter Clinch and Rob Landauer apologised for having to leave the meeting early. Times noted below.</p>
2.	<p>Declaration of Interests None to declare in the meeting.</p>
3.	<p>Chairman's Action and Report (appendix n) MGW updated governors on the Link Advisers Conference call and why she had not signed the final question in the covid questionnaire. She recommended the Strategy committee reviewed any impact for WM with the WSCC update on post 16 SEN provision and appointment of Chichester College. Governors approved approaching SEN governors at Meeds Send Alliance member schools to set up a user/support group.</p>
	<p>Strategy 23/11/20 MGW 30/11/20</p>
4.	<p>Election of Chairman of Governing Body for 1 year – result of secret ballot MGW was duly appointed for a further year.</p>
5.	<p>Election of Vice Chairman of Governing Body for 1 year – result of secret ballot SB was duly appointed for a further year.</p>
6.	<p>Declaration of Interests Pecuniary/Business Interests and publication of governors' details on website (appendix a) and disqualification declaration form Forms were returned electronically from governors. Forms still to receive: MO.</p>
7.	<p>Notice of AOB Item 15g was taken early to allow PC to report. <u>Link Governor report</u> PC updated governors on virtual courses available to them. Governors were asked to confirm their attendance at the safeguarding and INSET training. MGW had undertaken and felt she had benefited from the www.govern-ed.co.uk course and SB would look into being the second representative on the governing body to sign up and let PC know.</p>
	<p>All 2/10/20 SB 10/2/20</p>
8.	<p>Progress and Report on New Building Governors had carefully discussed their options at the extraordinary governors' meeting held on 21/9/20 and had agreed that options for the new site could be explored on the understanding plans for the Birchwood Grove site would continue with planning due for submission on 11/11/20. Governors noted their concerns: a) with the time delay for the RIBA stage 2 and any knock on delay with the BWG planning and b) that a new build on</p>

	Jane Murray Way should under no circumstances be a modular building. Governors asked that these two items were an agenda item at the project board meeting scheduled for 6/10/20.	MGW 1/10/2-
9.	<p>Written and verbal report from Headteacher</p> <p>a) <u>Summer works</u> Works had been successfully carried out and AFR particularly noted the benefits of the canopies and the need to have them installed at the new college. Governors were pleased to note that WM had been able to sell electricity back to the grid.</p> <p>b) <u>Oak Grove College, Worthing</u> AFR reported on the consultation to move from 11-19 to 11-16, leaving just PMLD until 19.</p> <p>c) <u>Link adviser phone call</u> AFR reported on the call and that as WM had been open throughout the lock down period and summer term, it had not taken long to adapt to returning to school/college in September.</p> <p>d) <u>Return to school update</u> HT and AR reported on the enthusiasm of pupils to be back in school and on how well they had adapted to the pod system. AFR reported on the risk assessments completed for all staff. He explained the need to change the Pod structure to ensure WM could remain open.</p> <p>e) <u>Covid 19 testing concerns</u> Governors appreciated the issues with testing kits and asked about purchasing kits privately. AFR had investigated costs. He was expecting delivery of a further 10 tests but understood no more would then be available for 21 days. In view of supply costs, governors agreed private tests should be considered in the event there were no tests available. They appreciated that tests had to be prioritized for staff members. MO asked about Cleaners' presence in school. AFR confirmed the measures in place for maximum protection and that with any issues, they would go to Public Health England for guidance.</p> <p>f) <u>Summer survey results</u> Governors applauded WM on the results and were pleased to note the improvements made in IT. AFR passed on his thanks to PC and PC asked to continue his involvement in the meetings as they happened. SB undertook to consider ways to raise understanding with parents of governors' roles over the next year which had dropped slightly to 80%. There was a slight increase in understanding of the Meeds Send Alliance.</p> <p>g) <u>DfE updates</u> Governors had noted some of the useful recommendations made by the DfE to learn from the experience of Covid 19. They ran through the points: Governors had put a remote meeting policy in place. They asked L&WB to look at the positives learned through the restrictions and how to keep these live. A network of SEN governors was being investigated for the Meeds Alliance. Governors suggested bringing the remaining points to the next FGB: Develop robust procedures to monitor the quality and impact of remote learning Evaluate existing internal systems for monitoring pupils' progress and attainment in the absence of external data, without adding unnecessary workload for school staff.</p>	<p>PC ongoing</p> <p>SB ongoing</p> <p>L&WB 7/10/20</p> <p>FGB 30/11/20</p>
10	<p>Approval of Minutes dated 8th July, 2020 and 21st September 2020 (appendix b & c) The minutes were approved and electronically signed as a true record.</p>	
11	<p>Matters Arising/action grid</p> <p>a) <u>Look at key developments in SIP and review L4</u> Governors were ensuring they had a full understanding of the school development plan and were aware of the importance of making contact</p>	

	<p>with their subject leads. All governors to contact their subject lead and submit short paragraph report to the next FGB. It was agreed that currently onsite visits were inappropriate but they asked the leadership team to consider using Teams and SeeSaw to support monitoring.</p> <p>AFR confirmed the staff feedback on the SDP had been excellent with lots of support and ideas. PC commented on the fantastic and ambitious plan and AFR felt the Friday afternoon training would be crucial for school development.</p> <p>b) <u>Report on Haywards Heath College and provision impact</u> AFR had met on Teams with the SENCO at Haywards Heath College. It was anticipated that the SEND offer from 2021 would be the same as that of Crawley College and Brinsbury. WM would work with Haywards Heath college on transition of pupils but governors could not see a change in when WM pupils would transfer. SB confirmed that apart from the agricultural offer at Brinsbury the offer from the three colleges was the same.</p> <p>c) <u>Arrange H&S inspection Autumn term</u> SV/AFR were arranging a time at the end of the school day to minimise risk.</p>	<p>All 30/11/20</p> <p>SV/AFR 30/11/20</p>
12	<p>Appointment for Headteacher's performance management review and date The new performance management group had been confirmed as MGW/MO/RL. MGW to ensure an adviser was in place and a date confirmed for this term.</p>	<p>MGW 9/10/20</p>
13	<p>School Link Adviser Visits timetable WSCC had confirmed the visits were going to recommence.</p>	
14	<p>Verbal Report from Policy Committee BH updated governors on the policy meeting held that day. The child protection and safeguarding policy was recommended for approval and governors were asked to view it online and send through the comments/approval.</p> <p style="text-align: right;"><i>PC/RL left the meeting.</i></p>	<p>LR 2/10/20</p>
15	<p>Governance:</p> <p>a) <u>Governor vacancies and recruitment</u> The election process for a parent governor was in hand. Governors hoped PC would agree to stand for a second term as a co-opted governor. LR to follow up.</p> <p>b) <u>Skills audit</u> (appendix d) Governors to complete for next meeting.</p> <p>c) <u>Confirmation of committee membership, governor visits and keystone allocation and monitoring</u> (to include PP governor) appendix e) SB raised the extra workload with the new build and MO commented that when the school had been built a separate temporary governing body had been established. Governors voted to elect SV as a second vice chair of the FGB with responsibility for the new build, allowing SB to focus on the education side. SV accepted the role and asked to stand down as safe guarding governor. MO would continue in the role and it was hoped Rose Griffiths would work with her. MGW to ask. Governors discussed the robust reporting system for pupil and sports premium funding but they needed to check the money was spent and the correct interventions in place. MGW to ask RL to take on the monitoring.</p> <p>d) <u>Code of Conduct for approval (attached for signature)</u> (appendix f) Governors approved the revised NGA conduct and adopted it for WM. MGW electronically signed it on behalf of governors and the code would be given to all new governors on appointment/election.</p>	<p>LR 2/10/20</p> <p>All 1/11/20</p> <p>MGW/RG 12/10/20</p> <p>MGW/RL 12/10/20</p>

	<p>e) <u>Delegated Planner</u> (appendix g) Approved.</p> <p>f) <u>Approve terms of reference for committees & virtual meeting protocol</u> (appendix h) Terms of reference to individual committees for review. The virtual meeting protocol was in place.</p> <p>g) <u>Link Governor Report & new governor induction</u> See 7.</p> <p>h) <u>2019/20 Governor website report</u> (appendix i) Approved and LR to ask for it to be uploaded onto the website.</p>	<p>Cftee agendas</p> <p>LR/JPM 9/10/20</p>
16	<p>Is WM compliant with the Website checklist? (appendix j) The new checklist was being adhered to and AFR confirmed updates were being added. Governors asked that they received confirmation on compliance by the next FGB.</p>	<p>FGB 30/11/20</p>
17	<p>Safeguarding CC had confirmed refresher training had taken place. Governors asked that their thanks and appreciation for the hard work the safeguarding team carried out during lockdown and continuing covid 19 restrictions.</p>	<p>AFR 2/10/20</p>
18	<p>Note of Risk Register Note risk of feasibility study at new site delaying the progress on the Birchwood Grove site. LR/MGW to calibrate risk register.</p>	<p>MGW/LR</p>
19	<p>AOB None.</p>	
20	<p>What impact has the meeting had on pupils? Governors attended INSET day and safeguarding training Continual push for new college with best possible options for pupils. Excellent results in summer surveys. Governors familiarising themselves with SIP and making contact with their subject leads.</p>	
21	<p>Dates for next meetings Learning and wellbeing: 7/10/20 at 4pm Premises, health and safety: 14/10/20 at 3.30pm Resources: 11/11/20 at 4.30pm Strategy: 23/11/20 at 4pm Policy: 30/11/20 at 4pm FGB: 30/11/20 at 4.45pm</p>	<p>LR</p>

SIGNED.....*Marion Wilcock*..... DATE.....30th November 2020.....

ACTION GRID SEPTEMBER 2020		
3	Review impact of WSCC update on post 16 SEN provision and appointment of Chichester College.	✓
7	Confirm attendance at training including safeguarding and INSET day with PC	✓
7	SB to undertake www.govern-ed.co.uk course. PC to do if third governor able to.	✓
8f	Ensure PC invited to attend IT improvement meetings.	✓
8f	Consider ways to raise understanding of governor role amongst parents over forthcoming year.	✓
8g	How to continue to use positives learned through covid 19 restrictions and keep them live.	✓
	Consider DfE recommendations for Governors not completed at next FGB	✓

11a	Contact subject lead by next FGB and submit paragraph report to FGB.	Monitoring plan established
11c	Arrange H&S Autumn term visit	✓
12	Appoint HT performance management adviser and set date.	✓
14	Approve recommended SG/CP and SEND policies.	✓
15a	Check PC happy to sit second term of office.	✓
15b	Send out new format skills audit for all governors to complete.	Before next FGB
15f	Terms of reference to be sent to committee for any amendments	✓
15g	Ensure governor information sheet uploaded to website	✓
16	Confirm website meets guidelines at next FGB	✓
17	Pass on governor thanks to safeguarding team for hard work during restrictions.	✓
18	Recalibrate risk register.	Before next FGB
	Outstanding from 8/7/20	
9d	School fund audit 18/19	✓

Appendices

- a) Declaration of Pecuniary Details
- b) FGB minutes 8/7/20
- c) FGB minutes 21/9/20
- d) Skills audit
- e) Committee membership
- f) Code of conduct
- g) Delegated planner
- h) Terms of reference for committee & virtual meeting protocol
- i) 2019/2020 governor website report
- j) Website checklist
- k) Meeting schedule
- l) Disqualification Declaration form
- m) Link Governor and training report
- n) Chair's report

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